



**Inter Club Council Agenda  
November 6, 2019  
1:30 pm, Student Council Chambers**

<http://www.deanza.edu/clubs>  
<http://www.facebook.com/deanzaicc>

I <3 Clubbing @ De Anza

**1. Call to Order:**

**2. Guest Speaker(s): (0)**

**3. Approval of the Minutes – Oct. 23, 2019**

**4. Approval of Today's Agenda**

**5. Club(s) on Probation: (19)**

**(Expired Roster): (11)**

**Must turn in a new Financial Roster to get off Probation:**

Anime Club, Click the World, Data Science, Explorers Nest, Filmmakers Union (DAFU), History Club, ISV (International Student Volunteers), Malaysian and Singaporean Association, Photography Club, Shotokan Karate Club, Triathlon Club.

**(Missed Financial Orientation): (8)**

**Must attend make-up Financial Orientation:**

3D Printing Club, Health and Medical Science, ISV, Marketing Club, PISO, Triathlon Club, VSA, Women's March Youth Empower DA.

**6. Club(s) on Trial: (10)**

Bay Area Scientists in Schools, Bravo Drama Appreciation and Acting Club, DND Club, Global Investment Strategy, Habitat for Humanity De Anza, Jewish Student Union, Meditation Club, Sociology Club, Vector is Fun, Visual Music League.

**Must have New Club Orientation Mtg with Club Officers and Club Advisor no later than TUES. NOV. 12, 2019 Noon.**

**7. Inactive Club(s): (0)**

**8. New Clubs: (6s)**

1. Ability De Anza
2. Almost Three-Comma Club
3. Mobile Applications Club
4. Southeast Asian Student Association
5. Whole Cake Club
6. Vegan Club

Congratulations on officially becoming part of the ICC.  
All clubs will receive a one-time allocation of \$100 each.

**9. Number of Active Clubs: (77)**

**10. Calendars**

**10.1 ICC/Club Calendar of Events as of 11/04/19**

Information is from the Event Planning Request Form  
(**New Information in Bold/ \* Money collected**)  
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(**New Information in Bold/ \* Money collected**)

Nov 14                    ICC Fall Mixer – 7:00 pm – 9:00 pm – Conference Room A&B

**10.2 DASB Calendar of Events as of 11/04/19**

Information is from the Event Planning Request Form  
(**New Information in Bold/ \* Money collected**)

**11. Club/ICC Allocation Account Balance Status as of 11/04/19**

<b>Description</b>	<b>Account Number</b>	<b>Account Balance</b>
<b>ICC/Events Awards</b>	<b>(#41-54600)</b>	<b>\$7,200.00</b>
<b>ICC Allocation-New Club Account</b>	<b>(#41-54720)</b>	<b>\$1,800.00</b>
ICC Club Allocations	(#41-54730)	\$7,400.00
ICC Fundraising Holding	(#44-4285)	\$0.00
ICC Capital	(#44-4290)	\$3,938.47
ICC Inactive Hold	(#44-4300)	\$7,390.18
ICC Scholarship Account	(#44-4310)	\$15,284.41
ICC	(#44-4320)	\$5,617.97

**12. Club Constitution Changes: (0)**

### 13. Business

#### 13.1 Budget Requests

(Info/Action)

Career Development Club is requesting \$150.00 from Club/ICC Allocation Account #41-54730 to (#41-54565-4013) for a new banner to promote the club.

Description	Request	Recommendation
4013/Promotional(Banner)	\$150.00	\$150.00
<b>Total</b>	<b>\$150.00</b>	<b>\$150.00</b>

If approved the Club/ICC Allocation balance will be \$7250.00

Red Cross Club is requesting \$50.00 from Club/ICC Allocation Account #41-54730 to (#41-54015-4010) for club supplies such as duct tape, poster board paper etc.

Description	Request	Recommendation
4010/Supplies	\$50.00	\$50.00
<b>Total</b>	<b>\$50.00</b>	<b>\$50.00</b>

If approved the Club/ICC Allocation balance will be \$7200.00

#### 13.2 Fall Mixer

(Info)

#### 13.3 ICC Code Proposed Changes

(Info)

##### ARTICLE II. MEMBERSHIP AND DUTIES

##### Section 1. ICC Officers

##### A. The ICC Officers are

1. ICC Chairperson
2. ICC Chair of Finance
3. ICC Chair of Programs
4. ICC Chair of Marketing
5. ICC Chair of Club Affairs
6. ICC Vice Chair of Finance
7. ICC Vice Chair of Programs
8. ICC Vice Chair of Marketing

##### D. Duties and Responsibilities of individual ICC Officers

##### Add

1. ICC Chairperson
  - a. Be the official spokesperson for the ICC.
  - b. Preside over all ICC Meetings.
  - c. Chair and attend the weekly officers' meetings.
  - d. Attend the DASB Executive Meeting, as needed.

- e. Attend the DASB Senate Meetings as needed to represent ICC/club interests.
- f. Serve in the absence of the ICC Chair of Finance, ICC Chair of Programs, ICC Chair of Marketing and/or ICC Chair of Club Affairs.
- g. Serve as a voting member in the DASB election committee or assign another ICC officer to attend. (see DASB Election Code)
- h. Manage the ICC Internship program.

- 2. ICC Chair of Finance
  - a. Be responsible for all ICC financial matters and fundraising activities.
  - b. Submit weekly written updates on ICC accounts
  - c. Be an authorized and required signer for the accounts assigned by the ICC Finance Code.
  - d. Serve in the absence of the ICC Chair of Finance, ICC Chair of Programs, ICC Chair of Marketing and/or ICC Chair of Club Affairs.
  - e. Represent ICC financial matters to the DASB Budget and Finance Committee or DASB Senate when ICC is on agenda of DASB's Finance Committee's Meeting or DASB General Meeting.
- 3. ICC Chair of Programs
  - a. Oversee the bidding process for club concession sales at the DASB Flea Market.
  - b. Serve in the absence of the ICC Chairperson, ICC Chair of Finance, and/or ICC Chair of Marketing.
  - c. Be in charge of signing independent contract forms.
  - d. Serve as the Point Person for all ICC events, as clarified in Article V, section 1.

- 4. ICC Chair of Marketing
  - a. Be responsible for marketing all ICC sponsored events.
  - b. Create ICC promotional materials.
  - c. Serve in the absence of the ICC Chair of Finance, ICC Chair of Programs, ICC Chair of Marketing and/or ICC Chair of Club Affairs.
  - d. Be responsible for all ICC materials on social media.
  - e. Be the liaison to contact with other off campus organizations.
  - f. Be responsible for conducting the ICC weekly newsletter (except summer, from the second week to the ninth week).

#### 5. ICC Chair of Club Affairs

- a. Oversee club affairs
- b. Overlook new clubs on trial
- c. Serve in the absence of the ICC Chairperson, ICC Chair of Finance, ICC Chair of Programs, and/or ICC Chair of Marketing.

#### 6. ICC Vice Chairs

- a. Work closely with the respective ICC Chairs
- b. Sit in as the Chair in Chair's absence unless conflict of interest, then the ICC Chairperson will sit in their absence
- c. Have an understanding of all ICC operations
- d. Other obligations as an ICC Officer
- e. Succeed the Chair position when respective Chair Position is vacant with a majority approval in the ICC Meeting

### ARTICLE IX. PROSPECTIVE CLUBS

#### Section 2. Club Constitution Approval

A. The process for constitutional approval of a prospective club will be as follows:

- 1. Present a constitution in a word document at ICC Agenda Meeting. The club constitution will be reviewed by the ICC Officers at this meeting with the prospective club for compliance with the ICC

Codes. If the ICC Officers recommends changes to the club's constitution, then the prospective club must come again to the next ICC Agenda Meeting. If there are minor changes then the revised constitution must be updated and sent to the ICC Chairperson and ICC Advisor no later than noon on Tuesday. **If there are 3 or more mistakes that are non-format mistakes club will be rejected as a new club on trial.**

Section 3. Trial Period

Add

**G. Club on Trial must send in monthly update/prospective plans reports for the first quarter to ICC Chair of Club Affairs. Failure to do so will result in restarting the club on trial process.**

### **13.4 Financial Orientation Quiz**

**(Info)**

## **14. Reports**

DASB Liaisons: Bhuvaneshwari Natarajan and Katie Hsu  
Office of College Life Director: Hyon Chu Yi-Baker

## **15. Roll Call**

**(Info/Action)**

## **16. Announcements**

**(Info)**

## **17. Adjournment and Removal of Chairs**